



## Indiana National Guard Human Resource Development Section (HRDS)

**WHAT:** Free On-Line training for Active Army, National Guard, Reserves, ROTC and DA Civilians through Army e-Learning.

**WHY:** Do you have the skills needed to advance your career? Are you looking for opportunities to increase your skills and knowledge that is flexible? Are you looking for a way to earn more promotion points? Would you like to earn college credits? Would you like to earn extra retirement points? Training through SkillSoft can provide these opportunities for you and best of all its FREE!

**ABOUT THE PROGRAM:** Army e-Learning gives anyone with an AKO log-in the opportunity to take a variety of different on-line courses through SkillSoft. There are over 2,600 courses in Information Technology (IT), Business Skills, Leadership Skills and Foreign Languages. Some examples are:

- IT certification prep programs (MCSE, CISSP, C++, Cisco, Oracle, and many more)
- 30 Rosetta Stone® foreign language courses (Arabic, Military Arabic, Pashto, French, German, Spanish, Tagalog, and many more)
- Books 24x7 Referenceware



- Knowledge Centers (Leadership, Project Management, IT Security and MCSE and MCSA Certification areas)
- Microsoft Office 2007 (Word, PowerPoint, Excel, Access, SharePoint)

### **BENEFITS TO ARMY E-LEARNING:**

- Flexibility; you can work on them anywhere you have internet access
- Personal growth
- Promotion points (1 for every 5 hours)
- Retirement points (1 for every 3 hours)
- Earn College Credits
- Take courses that are of interest and that will benefit you personally and/or professionally
- Earn certifications to help advance your military career
- All classes are FREE!

### **COMMONLY ASKED QUESTIONS:**

**Question:** How do I access Army e-Learning?

**Answer:** It's very easy. Log into AKO at [www.us.army.mil](http://www.us.army.mil) then select SELF SERVICE, which is on the left side ribbon bar. Self Service will give you a drop down menu, select MY EDUCATION. This will bring you to a different page where there will be a link in big red letters to access or register for new users. Click this link and you will either log-in or if you are a new user you will create an account.

**Question:** Is there a course catalog I can look at to decide what I courses I want to take?

**Answer:** Absolutely! There is a 66 page course catalog. Once you log-in (see answer to the above question) there is a link to view the course catalog.

**Question:** What if I don't have time to take any classes but I need them to develop in my current position?



**Answer:** Try to make arrangements with your supervisor. Some suggestions you can make would be to allow you time during your workday every week to work on your class; for example, every Tuesday and Thursday from 0800-0900 you are able to work on your course. Or maybe you need to take some time off to complete a course.

**Question:** Am I limited to taking courses which benefit my current or future positions with the Indiana National Guard?

**Answer:** No. You can take any courses you would like. If you want to learn a foreign language or learning computer programs just for your personal benefit you certainly can.

**Question:** What if I have problems or a question while I'm taking a course?

**Answer:** There are On-line subject matter experts and mentors available 24/7 to assist you.

**Question:** Is there a limit to the number of courses you can take?

**Answer:** There is no limit, but it is suggested to tackle one course at a time to ensure you can complete it in a reasonable amount of time.

**Question:** How do I actually receive my retirement points once I've completed a course?

**Answer:** Fill out SIB Form 1 and send to retirement services at the J1.

**Point of contact for this flyer is;**  
MSGT Mesecar (317) 247-3292

